

MINUTES

WILLMAR POLICE COMMISSION

Monday, June 11, 2012

A meeting of the Willmar Police Civil Service Commission was held on Monday, June 11, 2012. Members present were: President Lourdez Schwab, Vice President Lowell Fostervold and Secretary Dennis Anfinson. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

President Schwab called the meeting to order.

A motion was made by Commissioner Anfinson, seconded by Commissioner Fostervold, to approve the April 26, 2012 minutes as submitted. **Motion carried.**

Chief Wyffels presented the Commission with the background investigations done on the top five candidates on the eligibility register, and explained the procedure for certifying names to the appointing authority. The Chief explained that the applicant who was number three on our eligibility register had accepted a job with the Bemidji Police Department. After reviewing the backgrounds, Commissioner Anfinson made a motion, seconded by Commissioner Fostervold, to certify the names of Michael Carlson, Timothy Wallace, Nicholas Dostal and Benjamin Hanneman to the appointing authority. **Motion carried.**

Chief Wyffels explained that Captain Felt and Sgt. Jahnke had successfully completed their probationary periods for their promotions as of June 12, 2012. Chief Wyffels submitted memos to City Administrator Charlene Stevens recommending the appointments for both Captain Felt and Sgt. Jahnke be made final. Commissioner Fostervold made a motion, seconded by Commissioner Anfinson, to approve the recommendations of those appointments. **Motion carried.**

Questions were asked and a discussion was held on staffing issues and the level of service. Chief Wyffels explained that moving forward with the hiring of these two candidates will still not meet a staffing level of 32 sworn, which had received Council approval at the January 17, 2012, City Council meeting.

Chief Wyffels informed the Commission that Officer Del Wagner had submitted his letter of resignation as of June 28, 2012. His last working day was actually May 30, 2012. He explained that a written request to replace Officer Wagner was submitted to City Administrator Stevens on May 10, 2012. In that memo Chief Wyffels proposed replacing Officer Wagner's position after the two new officers were fully trained, which would happen around mid-late October, 2012.

This proposal was based on the fact that the police department does not have the current resources to train three officers at one time. Chief Wyffels felt that if the approval is given to replace Officer Wagner at that time, the current applicant eligibility list may still retain enough candidates to draw from. Chief Wyffels noted that it is costly to establish an officer eligibility list to hire from and at this time the cost to the department was \$11,265.09.

If Council were to approve going forward with the replacement of Officer Wagner, as suggested instead of waiting longer, the cost savings in 2012 will be a total of \$33,832.91. (Wage savings realized would be \$22,563.82 plus \$11,265.09 in not having to develop another hiring list).

There being no further business, a motion to adjourn was made by Commissioner Schwab, seconded by Commissioner Anfinson. Meeting was adjourned.

/sae